



CITY OF ATLANTA

Job Announcement

COMPUTER MAINTENANCE MANAGEMENT SYSTEMS ANALYST

STARTING SALARY: \$38,989

Salary Grade: 19

Applications Accepted From: March 13, 2006 until March 24, 2006

Minimum Job Requirements

Persons applying must have six (6) years in electrical or mechanical maintenance which includes two (2) years of supervisory experience **OR** have a bachelor's degree in Engineering or a related field and have two (2) years of electrical or mechanical maintenance as a supervisor. Equivalent combination of training and experience will be determined under prescribed guidelines.

Duties of the Job:

This employee manages MAXIMO (computerized maintenance management system) within Public Works; coordinates with the operations and maintenance managers to determine the priorities of the facility; plans the corrective maintenance work orders and ensures that the parts, materials, and equipment are available for the job; ensures that adequate staffing is available and estimates labor and material requirements for each job; monitors fieldwork in order to ensure that the tasks are performed as efficiently as possible and that the completion dates are realistic; makes recommendations to management on ways to improve efficiency; monitors work order backlog; generates the preventive maintenance work orders on a weekly basis, ensures that work orders are completed and the proper documentation is provided on each work order; supervises the entry of data into MAXIMO; etc.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes will not be accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street SW, Suite 2107, Atlanta, GA. 30303

Phone: (404) 330-6369 www.atlantaga.gov FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

THE HIRING AUTHORITY WILL CONTACT ONLY THOSE APPLICANTS THEY DEEM APPROPRIATE FOR THE POSITION. LETTERS WILL NOT BE MAILED TO INDIVIDUAL JOB APPLICANTS.

The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.